



JLLR OFFICE COVID-19 OPERATING PROCEDURES

- The following in-league and rental business reopening plans were approved by the FY2020-2021 JLLR Board of Directors on June 8, 2020. The Board approved the Phase 1 plans through August 2020.
 - The AVP updated the reopening plan based on the Arkansas Department of Health Phase II directive for large indoor venues effective May 18, 2020.
 - The Board voted to extend the reopening plans through January 15, 2021.
 - The Board voted to extend the operating procedures through March 31, 2021.
 - These procedures were revised March 10, 2021 with recommended extension through June 15, 2021.
 - These procedures were revised August 11, 2021 with recommended extension through December 31, 2021.
 - The Board voted to extend the operating procedures through February 28, 2022.
 - The Board voted to extend the operating procedures through June 15, 2022.
- General
 - Building entrances/exits
 - All event guests must enter the building through the front door unless they need to enter through the south parking lot entrance to use the elevator.
 - Elevator should only be used when required.
 - Rental Manager or Winslow must sanitize elevator buttons after use by outside visitors.
 - Water fountain
 - Janitorial staff will periodically disinfect the water fountain.
 - Security
 - Security requirements for events shall remain the same.
 - Security will arrive 10-15 minutes before the Rental Assistant or JLLR Chair arrives to get in/out to clock in before they arrive.
 - Scheduling must allow proper cleaning between meetings/events.
 - Cleaning will include disinfecting frequently touched surfaces including but not limited to doorknobs, restrooms, chairs, tables, etc.
 - The building must be cleaned and disinfected between each use.
 - Disposable masks will be available in the Rental Manager's office and will be available in lobby for larger league events.
 - Rental assistant or chair must arrive early to prop doors open to limit touched surfaces by guests.
 - Rental assistant or chair should ensure that officer is present before entering building and propping open any doors after hours. Officer will be responsible for locking up building after evening events.
 - Additional cleaning supplies / PPE
 - Hand sanitizer – 1R, lobby/1st floor, restrooms, NPC
 - Sanitizing spray
 - Disposable masks
 - Disposable gloves



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- JLLR reopening plan will be published on Digital Cheetah for in-league use only.
 - In-League
 - All JLLR committees can now meet at the building under the following terms.
 - Chairs and Chair-elects can meet at the building at any time without approval.
 - Chairs and Chair-elects are required to keep attendance rolls for any committee meeting at the building and must be able to provide this information immediately upon request from the JLLR Rental Manager, HQ Chair, and/or Admin VP.
 - Winslow cleaning services may return to regular service.
 - Rental Manager must coordinate security for all after hours JLLR meetings. Regular JLLR security nights shall include every Tuesday, the second Thursday, the third Monday, and third Wednesday of every month.
 - Rental Business
 - The Rental Assistant must lock all doors that are not rented before the renter or vendors arrive. No one shall be allowed to enter rooms other than the ones agreed upon in the rental contract.
 - JLLR Rental Manager is responsible for coordinating the estimated guest count with all renters ASAP.
 - Building tours will be available by appointment only.
 - All potential renters must schedule an appointment with the JLLR Rental Manager.
 - It is recommended that all people wear a mask and social distance during the tour.
 - HQ recommends to the Board/Personnel Committee to increase rental assistant pay by \$3/hour. The increased pay will end once the Reopening Plan ends in its entirety.
 - During events & vendor load/unload, rental assistants must wipe down the following surfaces every hour (at a minimum)
 - Handrails, doorknobs, flat surfaces, restroom door handles, and elevator buttons.
 - JLLR will provide gloves for use during cleaning. Rental Assistants should throw away gloves after each use.

Approved by:

Headquarters 04/05/22

Administrative Council 03/21/2022

Board of Directors 04/14/2022